

OCCUPATIONAL GROUP: Business Administration

CLASS FAMILY: Production and Printing

CLASS FAMILY DESCRIPTION:

This family of positions includes those individuals who provide high quality and economic printing through the operation of printing and binding equipment.

CLASS TITLE: Production and Printing Technical Associate

DISTINGUISHING CHARACTERISTICS:

These positions, at the full performance level, provide support of all of an agency's printing needs, including printing or binding all of the required materials. These positions do not have budgetary or supervisory responsibilities, but may serve as lead workers. Perform related work as required.

EXAMPLES OF WORK: *(Any specific position in this class may not include all of the duties listed; nor do the examples listed cover all of the duties which may be assigned.)*

- Operates equipment to print documents, such as forms, maps, letters, and pamphlets.
- Adjusts machines to insure accurate image reproduction.
- Proofs documents.
- Operates bindery equipment to bind or punch documents.
- Performs minor maintenance on machines.
- Instructs and trains new employees in machine operation and work procedures.
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KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of printing and/or bindery operations.
- Ability to set up, operate, and adjust machines related to printing and binding.
- Skill in operating printing and/or bindery equipment.
- Ability to follow oral and written instructions
- Ability to maintain effective working relationships with others.

MINIMUM QUALIFICATIONS:

Education: Graduation from High School or Equivalent.

Experience: No experience required.

Education and/or Experience Substitution: None.

Certifications, Licenses, Registrations: None.

CLASS TITLE: Production and Printing Technician

DISTINGUISHING CHARACTERISTICS:

These positions have supervisory responsibilities and incumbents may serve as a working supervisor who performs printing or binding duties. Perform related work as required.

EXAMPLES OF WORK: *(Any specific position in this class may not include all of the duties listed; nor do the examples listed cover all of the duties which may be assigned.)*

- Oversees printing and binding operations.
- Supervises staff; plans, assigns, and coordinates the work of subordinates.
- Determines work priorities.
- Interprets and applies departmental policies and regulations.
- May operate equipment to print and/or bind documents
- May requisition materials, equipment and supplies.
- May maintain files of the unit's production, billings and examples of work.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of the principals and practices of printing and binding.
- Knowledge of various tasks and equipment in printing and binding.
- Skill in using a variety of printing equipment.
- Ability to supervise subordinates.
- Ability to plan, assign and coordinate the work of subordinates.
- Ability to make technical or minor adjustments or repairs to machinery.
- Ability to operate printing and binding equipment.
- Ability to establish effective working relationships with subordinates and user organizations.
- Ability to keep accurate records.

MINIMUM QUALIFICATIONS:

Education: Graduation from High School or Equivalent.

Experience: Three to five years of full-time or equivalent part-time verifiable experience in printing or binding.

Education and/or Experience Substitution: None

Certifications, Licenses, Registrations: None.
